

**NURSING HOME ADMINISTRATORS EXAMINING BOARD  
MEETING MINUTES  
August 18, 2016**

**PRESENT:** Kathleen Bertram (*via GoToMeeting*;) Stefanie Carton (*via GoToMeeting*;) Timothy Conroy; Charles Hawkins; Susan Kinast-Porter (*via GoToMeeting*;) Patrick Shaughnessy(*via GoToMeeting*)

**EXCUSED:** Brittany Cobb; Loreli Dickinson; April Folgert, Jessica Radtke

**STAFF:** Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Timothy Conroy, Vice Chair, called the meeting to order at 9:16 a.m. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Timothy Conroy moved, seconded by Stefanie Carton, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Charles Hawkins moved, seconded by Patrick Shaughnessy, to approve the minutes of November 19, 2015 as published. Motion carried unanimously.

**LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS – DISCUSSION AND  
CONSIDERATION**

**Health Services Executive Qualification of the NAB**

**MOTION:** Charles Hawkins moved, seconded by Timothy Conroy, to approve in concept acceptance of the Health Services Executive Credential for NHA licensing in Wisconsin and to direct department staff to research how to provide for lawful acceptance of the HSE and to return to the Board with guidance at a future meeting. Motion carried unanimously.

**NAB Mid-Year Meeting on November 9-11, 2016 in Atlanta, Georgia – Consider Attendance**

**MOTION:** Timothy Conroy moved, seconded by Patrick Shaughnessy, to designate Tom Ryan to attend the NAB Mid-Year meeting on November 9-11, 2016 in Atlanta, Georgia, and to authorize travel. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Stefanie Carton moved seconded by Kathleen Bertram, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary

data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Kenneth Arneson read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kathleen Bertram-yes; Stefanie Carton-yes; Timothy Conroy-yes; Susan Kinast-Porter-yes; Charles Hawkins-yes; Patrick Shaughnessy-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:43 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Patrick Shaughnessy moved, seconded by Timothy Conroy, to reconvene in Open Session at 9:46 a.m. Motion carried unanimously.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

**MOTION:** Charles Hawkins moved, seconded by Patrick Shaughnessy, to affirm all votes taken and motions made in closed session. Motion carried unanimously.

### **RATIFICATION**

**MOTION:** Timothy Conroy moved, seconded by Patrick Shaughnessy, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates issued. Motion carried unanimously.

### **DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

#### **Proposed Stipulations, Final Decision and Orders**

#### ***15 NHA 016 – Deanna Westby***

**MOTION:** Timothy Conroy moved, seconded by Patrick Shaughnessy, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Deanna Westby, DLSC Case No. 15 NHA 016. Motion carried unanimously.

#### **Case Closing**

#### ***14 NHA 034***

**MOTION:** Patrick Shaughnessy moved, seconded by Kathleen Bertram, to close DLSC case number 14 NHA 034, against M.K., for Insufficient Evidence. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Stefanie Carton moved, seconded by Charles Hawkins, to adjourn the meeting at 9:54 a.m. Motion carried unanimously.